

29 November 1999

MEMORANDUM FOR DISTRIBUTION

Subj: DAVID PACKARD EXCELLENCE IN ACQUISITION AWARD NOMINATIONS

Encl: (1) David Packard Excellence in Acquisition Award Guidelines

The Under Secretary of Defense (Acquisition Technology and Logistics) is soliciting nominations for the David Packard Excellence in Acquisition Award for calendar year 1999. This Award recognizes Department of Defense civilian and/or military organizations, groups, or teams who have made highly significant contributions which demonstrated exemplary innovation and best acquisition practices. Enclosure (1) provides specific guidelines on eligibility and selection criteria for this Award.

The Department of the Navy (DON) may submit five nominations. Potential DON nominations will be screened by an ASN(RDA) team whose membership includes the ASN(RDA) DASNs, ARE, Director ABM and the DACM. Nominations should be submitted to the Acquisition Reform Office in accordance with the enclosure (1) guidelines and format (see paragraph D.1.c.) not later than 6 January 2000. The POC for additional information is my Director for Outreach and Communications, Mary Lawson, at (703) 602-5506. Mary Lawson can be reached by e-mail at mlawson@ar.navy.mil.



E. S. Roberson  
Acquisition Reform Executive

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David Packard  
Excellence in Acquisition Award

A. Purpose

The David Packard Excellence in Acquisition Award is established to recognize DoD civilian and/or military organizations, groups, or teams, who have made highly significant contributions which demonstrated exemplary innovation and best acquisition practices. These are multiple awards reflecting achievements that exemplify goals and objectives established for furthering life cycle cost reduction and/or acquisition excellence in DoD.

B. Eligibility

1. Nominations are for organizations, groups, or teams that have exhibited superior accomplishments significantly contributing to defense acquisition reform initiatives and acquisition programs.
2. The award will be granted for contributions made or completed within the preceding 12 months (January 1 to December 31).

C. Criteria for Nomination/Selection

1. Organizations, groups and teams nominated for this award should have made highly significant contributions to DoD's acquisition processes and programs demonstrating exemplary innovation and best acquisition practices. The primary judging criteria for selecting recipients are based on one or more of the following:

- a. Reducing Life Cycle Cost, including such factors as
  - Achieving best value for the government
  - Balancing the risk of fraud, waste or abuse against the cost of preventative measures
  - Balancing the benefits of the nation's socio-economic policies with the cost of government-unique requirements on sellers
- b. Making the Acquisition System More Efficient, Responsive and Timely, including
  - Managing risk in acquisition and procurement, rather than avoiding it
  - Meeting warfighter/peacekeeper needs faster, better, cheaper
  - Shortening acquisition lead time
  - Being suited to peacekeeping and other emerging DoD missions
  - Anticipating change instead of reacting to it
- c. Integrating Defense with the Commercial Base and Practices, including
  - Strengthening the joint commercial and defense industrial base
  - Integrating commercially available technology into military systems

Enclosure (1)

- Maintaining technological superiority
  - Combining best practices of world class customers and suppliers
  - Partnering within DoD and with industry
- d. Promoting Continuous Improvement of the Acquisition Process, including
- Simplifying the acquisition process
  - Facilitating people in the acquisition workforce in doing their jobs
  - Training and educating a professional acquisition workforce
  - Providing incentives for acquisition personnel to innovate and to manage risk
  - Evidencing trust in the professionalism of the workforce by empowering and encouraging them
  - Ensuring that every step in the acquisition process adds value
  - Reengineering the acquisition system - not all at once but process by process
  - Measuring progress (metrics) toward acquisition system enhancements
- e. Accomplishing Specific Goals Associated with Acquisition Reform Initiatives, including
- Legislation
  - Specifications and Standards
  - Oversight and Review
  - Automated Acquisition Information
  - Electronic Commerce/Electronic Data Interchange
  - Contract Administration
  - Purchase Cards
  - Procurement Process Reform
  - Integrated Product/Process Teams (IPTs), IPPD
  - Others (as may from time to time be identified in connection with working group charters, Defense Manufacturing Council, Defense Science Board, Roles and Missions Commission, legislative and regulatory initiatives, etc.)
- f. Others As Identified by a DoD Component Acquisition Executive

2. Nominations must specify the criteria that are applicable and provide supporting information. Quantifiable metrics, such as savings and outcome measures, are especially desired.

3. Nominations must specify an award category appropriate for the achievement. Award categories include: Program Management; Communications Computer Systems; Contracting (includes Construction); Purchasing; Industrial Property Management; Systems Planning, Research, Development and Engineering; Test and Evaluation; Manufacturing, Production and Quality Assurance; Acquisition Logistics; Business, Cost Estimating, and Financial Management; and Auditing. Award categories will be used to assist in the evaluation of the nominations. More than one nomination may be submitted specifying the same award category.

## D. Process

### 1. Administration

- a. Special Assistant to the USD(A&T) will prepare the notification for USD(A&T) issuance on November 1 that nominations are due by February 1.
- b. The Services Military Departments and Defense Logistics Agency may nominate up to five teams, and other Components and OUSD(A&T) principals may nominate two teams. Nomination packages should be submitted not later than February 1 each year through the appropriate Component Acquisition Executive or USD(A&T) principal to the Acquisition Recognition Board, ATTN: Special Assistant to the USD(A&T), 3150 Defense Pentagon, Room 3D1020, Washington D.C. 20301-3150.
- c. Each nomination should include the following information;
  - 1) Name of the organization (group title, office title, activity, duty location) and point of contact.
  - 2) Name(s) and position titles of individual(s) contributing to the team.
  - 3) A summary describing the accomplishment(s) normally not to exceed two pages, but may be accompanied by supporting information, e.g., charts, statistical data, etc.
  - 4) Appropriate award category.
- d. The Special Assistant to the Under Secretary of Defense (Acquisition and Technology) will provide the nomination packages to the Director, Acquisition Program Integration (D,API). D,API will coordinate the awards process with the PDUSD(A&T) and the Deputy Under Secretary of Defense (AR). The D,API will chair the Acquisition Recognition Board comprised of five panel members who report to either the USD(A&T) or PDUSD(A&T). The Board Chair selects members to serve and assist with the assessment and review of the nominations. The Chair will then present the recommendations to the PDUSD(A&T) for approval. The USD(A&T) is the final selection authority.
- e. Upon USD(A&T) approval of the Board's recommendations, the Special Assistant to the USD(A&T) will order necessary plaques and certificates, and perform any administrative functions associated with the award presentations. The David Packard Excellence in Acquisition Award will be presented to the honorees' organization in an official ceremony. Each member of a group or team will receive a Certificate of Excellence in Acquisition. The Special Assistant to the USD(A&T) will establish and maintain a Pentagon display of annual award winners and coordinate any other type of publicity relating to the award.
- f. When possible, the USD(A&T) will personally participate in an appropriate awards presentation. Such presentation could be an official awards ceremony at the Pentagon, an awards ceremony at the selectee(s)' duty station, or other type of presentation. All travel costs associated with an awards presentation will be borne by the nominating organization.

## 2. Reporting

- a. The Director, API will provide information on all recipients of the David Packard Excellence in Acquisition Award to the Defense Acquisition University (DAU) and DUSD(AR).
- b. Acquisition Reform will publish as appropriate the names of awardees and a brief description of their accomplishments in AR Today and AR Now.
- c. The DAU President is responsible for ensuring the innovations and accomplishments of the awardees are recognized, as appropriate, in the Acquisition Review Quarterly (ARQ), the Program Manager (PM) Magazine, and other pertinent AR publications.

## **DEPARTMENT OF THE NAVY**

1. Award nominations must be approved at the following levels:
  - a. PEO signature for PEO assigned programs.
  - b. SYSCOM signature for SYSCOM assigned programs.
  - c. DRPM signature for DPRM assigned programs.
2. The Navy selection panel will convene immediately after 6 January 2000. Navy awards received after 6 January will be considered for awards other than the Packard award.